

Opening Date: April 23, 2019
Closing Date:
Work Location: Austin, Texas
Posting Number: 19-37
Monthly Salary: \$5,125/month (Engineer I) *
\$4,000-\$4,200/month (Engineer Reviewer) *
Group/Class: B22/2152 or B20/1558
Travel %: 10%
Division/Department: WSI/RWPD
Number of Positions: 3

**Salary commensurate with experience and qualifications*

REVISED

JOB VACANCY NOTICE

Engineer/Engineering Reviewer (Engineer I/Project Manager I)

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Email: HR@twdb.texas.gov
Apply at: Work in Texas www.workintexas.com*

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 72D – Environmental Science/Engineering Officer, 55 – Civil Engineering, MGT16 – Acquisition Project Management, 32EX – Civil Engineering or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf or
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.

Job Description Summary

Professional engineers (Engineers) and engineering reviewers (Reviewers) in the Regional Water Project Development Division (RWPD) of the office of Water Supply and Infrastructure play an essential role in advancing TWDB's mission by providing financial assistance for the conservation and responsible development of water for Texas. Projects financed by the TWDB range from small grants for small disadvantaged water systems to large-scale regional projects, including one of the largest water infrastructure projects currently underway in the country. This work involves performing routine (journey-level) technical analysis and engineering evaluation of reports, facility plans, construction plans and specifications, construction schedules, contracts, change orders, and other required project and program documents for water, wastewater, storm water, and other eligible infrastructure projects funded by TWDB. RWPD's Engineers and Reviewers are responsible for ensuring that TWDB financial assistance projects comply with Board rules and design criteria; make recommendations on eligibility for funding and project approval; and ensure that projects comply with all engineering and construction related program requirements. They ensure that project files are accurate and complete, represent the agency at assigned meetings and engagements and may train others. Engineers and Reviewers work under moderate supervision, with limited latitude for the use of initiative and independent judgment. Reviewers work under the guidance of the team's Senior Engineer. These positions report to one of the regional team managers within RWPD.

Essential Job Functions

- Reviews applications for financial assistance and advises applicants on TWDB requirements according to the different funding programs.
- Develops relevant engineering information needed for Board consideration of the funding request and make final recommendations on the feasibility of the proposed project/application.
- Coordinates with various federal and state agencies regarding project and programs.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)

Revised 12/18/2018



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

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- Performs technical review and evaluation of engineering related financial assistance documents; determines relevant deficiencies, options and recommendations to ensure compliance with TWDB rules and regulations. Reviewers perform these tasks under the supervision of the team's Senior Engineer.
- Monitors project schedules, budgets, and invoice costs and/or released costs to identify potential issues or delays.
- Serves as project manager and monitors contract schedules, requirements, terms, and conditions; review eligibility and approve payment requests.
- Conducts on-site observations to monitor the progress of the construction of water and wastewater treatment systems to for compliance with TWDB rules and regulations.
- Assists owners with problem resolution, and verify work is completed in accordance with approved plans and specifications.
- Manages various aspects of projects, recommends course of action to reduce delays, and documents project files on significant actions.
- Provides information and assistance to appropriate TWDB staff and clients.
- Stays informed of changes to pertinent laws, regulations, guidelines, policies, and instructions and correctly applies them to assigned projects.
- Identifies and participates in internal and external job-related trainings.
- Maintains current information in TWDB's projects database (TxWise).
- Maintains confidential and sensitive information.
- Ensure individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Perform other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Engineering or a related field OR applicants currently working toward a bachelor's degree that will be obtained by May 2019.
- **Engineer I applicants** - must be licensed as a Professional Engineer by the State of Texas.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Graduation from an accredited four-year college or university with major coursework in Civil or Environmental Engineering.
- Previous experience in planning and/or design of water treatment, storage and distribution systems.
- Previous experience in planning and/or design of wastewater treatment plants and collection systems.
- Previous experience in construction related inspection, oversight or monitoring of water and/or wastewater projects.
- Previous experience with water laws, federal and state programs and permitting.
- **Engineer I applicants** - one or two years of experience in the project review or engineering review field.
- **Engineering Reviewer position applicants-** Engineer In Training certification by the State of Texas.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to RWPDP; and of the principles and practices of public administration.
- Knowledge of engineering principles, techniques, and procedures.
- Knowledge of applicable laws, regulations, and rules for water and wastewater projects.
- Knowledge of project engineering development.
- Knowledge of the design process.
- Knowledge of research, test, inspection, and analysis methodologies.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.

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- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in the use of computer-aided design techniques.
- Skills in comprehending technical material, implementing planning.
- Skills in the use of logic to assess options.
- Skills in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 10% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to exercise sound judgement and make critical decisions.
- Ability to develop plans to address identified issues.
- Ability to identify project risks.
- Ability to prepare reports.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.